



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

March 18, 2016

**Closing Date: March 24, 2016**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on March 25, 2016).

**Title: FISCAL SUPPORT SUPERVISOR**

**Position Number: 2208-2741**

**Grade: C118**

**Special Education**

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### **DUTIES:**

This position will establish and maintain general ledgers on department operations, develop forms and documents for special accounts, review posted entries to general ledgers, balance accounts periodically and close books annually; communicate with local educational agencies regarding allowable expenditures from federal and state funds, maintain documentation necessary for auditors; work closely with bookkeepers and other ADE finance personnel to provide resources and technical assistance in all fiscal areas; demonstrate knowledge of federal and state use of funds and required procedures for disbursement.

### **SPECIAL REQUIREMENTS:**

Successful applicant must possess the formal education equivalent of a bachelor's degree in accounting or a related field; plus four years of progressively more responsible experience in accounting; financial management, fiscal administration, or a related field, including one year in a supervisory or leadership capacity.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in general business, business administration, finance, or a related field; plus one year of fiscal related experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [Arkansased.gov](http://Arkansased.gov) or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.